

## **Pay Days**

Your work time will be recorded on a time sheet in your department; the time sheets must be signed by you and your department head and turned in by the last day of each pay period. Our payroll system is biweekly/every other Thursday, and for all employees hired after September 1, 1993, direct deposit to your checking/savings account is mandatory.

## **How to Report Improper Pay Deductions - “FLSA Safe-Harbor”**

The City is committed to following the Department of Labor’s FLSA (Fair Labor Standards Act) laws governing payment of overtime/granting of comp-time hours, executing proper payroll deductions from employee paychecks, and appropriately classifying employees as either “exempt” or “non-exempt” to determine qualification for overtime payment. Employees are encouraged to contact the Human Resource Department immediately if they feel they have experienced improper payroll deductions or if they feel they have been incorrectly classified as either “exempt” or “non-exempt” from overtime/comp. time payment under FLSA.